

EDUCATION DATA SPECIALIST

DEFINITION: Under general supervision, performs work of considerable difficulty in entering and maintaining student data collected into the Navajo Education Information System (NEIS) to track academic performance of Navajo students in all school systems serving the Navajo Nation; ensures the integrity, accuracy, quality and security of data; develops and implements data management policies and procedures; ensures compliance with applicable laws protecting student information; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Enters data collected from school districts and Bureau of Indian Education (BIE) into the Navajo Education Information System following security and data protocols; cleans and codes data; provides data sets to statistical analysis teams for analyses and reporting to school administrators, teachers, parents, school improvement teams, statistical demographers and assessment teams for school improvement, planning and policy decision; recommends updates; maintains and ensures state and school compliance with MOA with state education agencies and Focal School Agreements with BIE schools throughout the Navajo Nation that require school data administrators to submit student level data.

Digitizes, archives and disposes all hard copies of data in accordance with Family Educational Right Privacy Act (FERPA), Navajo Nation Title 10 and the Navajo Sovereignty in Education Act; attends training and seminars to improve data quality collection to ensure that DODE works with accurate, high quality data is secure and protected; complies and ensures the application of test security procedures and protects tests from unauthorized duplication and reproduction; complies with all federal, state and tribal policies on the protection of data; visits schools to present submission policies to ensure compliance with federal, state and tribal laws protecting student information; coordinates with schools to resolve data- related problems or concerns; works with staff to determine additional information to be maintained in the data management system (assessments, program specific information, professional development tracking, etc.).

Responsible for data integrity and accuracy of statistical analyses; extracts, manages and maintains data sources; creates complex data sets from multiple sources; compiles, analyzes, communicates and disseminates information and research and assessment data to a wide array of constituents; provides detailed and organized documentation of all assigned projects; identifies data requirements and sources, extracts data from various sources, and assures validity and quality of data; ensures data accuracy, integrity and appropriate access to information; develops procedures to clean, recode and merge multiple data files in order to conduct longitudinal studies.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of student information and database computer systems, terminology, forms and processing.
Knowledge and understanding of data collection and data storage.

Knowledge of applicable federal, state and local laws, rules, regulations, policies and procedures.
Knowledge of program networking and management information systems.

Skill in interpersonal communications and dealing with people.

Skill in interpreting, explaining and applying applicable laws, regulations and procedures.

Skill in communicating effectively in the Navajo and English languages.

Ability to work independently, set priorities, plan, organize and implement activities.

Ability to assess technology and make recommendations.

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Ability to address public and professional groups.
Ability to work independently with a commitment to detail and accuracy.
Ability to follow verbal and written instructions.
Ability to communicate effectively orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort in an office setting.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Education, Health or Computer Science or a closely related field; and two (2) years of work experience in managing patient or student data.

PREFERRED QUALIFICATIONS:

- Three (3) years of experience managing patient or student data.

SPECIAL REQUIREMENTS:

- Must possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must obtain Data Management Certification within 180 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.